

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 11/07/03, I T. P. Wiles RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON PERSONNEL RECORDS ACA STANDARDS PROCEDURE DIRECTIVE, DURING
THE 0700-1500 HOUR SHIFTS BRIEFING.

T. P. Wiles 205

DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 11/01/03, I

T. Pulmus

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON PERSONNEL SELECTION AND RETENTION PROCEDURES DIRECTIVE,
DURING THE 0700-1500 HOUR SHIFTS BRIEFING.

T. P. Well 205

DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/31/03, I T.P. Willis 2005 RECEIVED a 15-MINUTE BLOCK
PRINT NAME

TRAINING ON AFFIRMATIVE ACTION PLAN ACA STANDARD PROCEDURES DIRECTIVE,
DURING THE 0700-1500 HOUR SHIFTS BRIEFING.

T.P. Willis 2005
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/28/03, I T.P. Willis RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON NATURAL DISASTER PLAN PROCEDURES DIRECTIVE, DURING THE 0700-1500
HOUR SHIFTS BRIEFING.

T.P. Willis 2005
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/25/03, I T. P. Williams 2005 RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON SPECIAL NEEDS INMATE PROCEDURES DIRECTIVE, DURING THE 0700-1500
HOUR SHIFTS BRIEFING.

T. P. Williams 2005
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/24/03, I

T. P. White

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON SECURITY SUPERVISION OF HOLDING CELLS PROCEDURES DIRECTIVE,
DURING THE 0700-1500 HOUR SHIFTS BRIEFING.

T. P. White 2003

DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/21/03, I T.P. WILLS RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON BOOKING CONTROL OFFICER POST ORDERS PROCEDURES DIRECTIVE,
DURING THE 0700-1500 HOUR SHIFTS BRIEFING.

T.P. WILLS 205
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/18/03, I T. P. Willis RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON CORRECTIONAL OFFICER POST ORDERS PROCEDURES DIRECTIVE, DURING
THE 0700-1500 HOUR SHIFTS BRIEFING.

T. P. Willis 2006
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/17/03, I T.P. Wills RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON NATURAL DISASTER PLAN PROCEDURES DIRECTIVE, DURING THE 0700-1500
HOUR SHIFTS BRIEFING.

T.P. Wills #205
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/14/03, I T. P. Wiles RECEIVED a 15-MINUTE BLOCK
PRINT NAME

TRAINING ON INMATE DEATHS PROCEDURE DIRECTIVE, DURING THE 0700-1500 HOUR
SHIFTS BRIEFING.

T. P. Wiles 205
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/11/03, I T. P. Willis RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON CUSTODY INQUIRIES PROCEDURE DIRECTIVE, DURING THE 0700-1500 HOUR
SHIFTS BRIEFING.

T. P. Willis #205
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/10/03, I T. P. Wines RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON PROPER SEALING OF EVIDENCE FOR SUBMISSION PROCEDURE DIRECTIVE,
DURING THE 0700-1500 HOUR SHIFTS BRIEFING.

T. P. Wines #205
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

Shift Training

On 10-10-03, I T. P. Willis received a 15 minute
Print Name
block of training on **Employees & the Inmate Culture**, during the
0645 1500 shift briefing.

T. P. Willis #205
Officers Signature & Badge Number

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10/07/03, I T. P. Whiles #205 RECEIVED a 15-MINUTE BLOCK
PRINT NAME

TRAINING ON GENERAL RULES OF CONDUCT POLICY AND PROCEDURE DIRECTIVE,
DURING THE 0700-1500 HOUR SHIFTS BRIEFING.

T. P. Whiles #205
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

HARRISON COUNTY SHERIFF'S DEPARTMENT
TRAINING DIVISION

ON 10-02-03 I DEPUTY P. Williams # 205

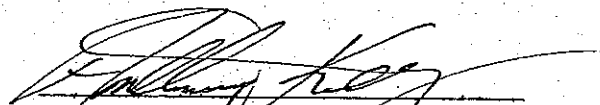
COMPLETED THE FIRST AID AND CPR COURSE. I HAVE ALSO RECEIVED AND COMPLETED
THE PRACTICAL AND WRITTEN TESTS.

TEST SCORE PASS FAIL

PRACTICAL PASS FAIL

T. P. Williams #205

SIGNATURE


ANTHONY KELLY
HARRISON COUNTY INSTRUCTOR

BOTH TESTS ATTACHED:

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 09/26/03, I T. P. Wells RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON FIRE AND EVACUATION DIRECTIVES, DURING THE 0700-1500 HOUR SHIFT
BRIEFING.

T. P. Wells 205
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 09/20/03, I T. P. Williams RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON EMERGENCY HURRICANE PROCEDURE, DURING THE 0700-1500 HOUR
SHIFTS BRIEFING.

T. P. Williams 2005
DEPUTY SIGNATURE AND BADGE NUMBER

LIEUTENANT LADEHOFF #152
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 06-26-03, I

Thomas P. Whells

PRINT NAME

RECEIVED A 15 MINUTE BLOCK

OF TRAINING ON Memos Key Registry and Chit I.D. Tags, DURING THE 0645-1500 HR
SHIFT BRIEFING.

Thomas P. Whells 205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT TRAINING EMERGENCY PROCEDURES

On 03/18/03, I THOMAS P. WILLS RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING On Natural Disaster Plan During The 0700-1500 HR SHIFT BRIEFING.

Thomas P. Wills 205
DEPUTY SIGNATURE AND BADGE NUMBER

L&LADEHOFF

SHIFT TRAINING EMERGENCY PROCEDURES

On 03/17/03, I Thomas P. Wells RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING On Hunger Strike During The 0700-1500 HR SHIFT BRIEFING.

Thomas P. Wells 205
DEPUTY SIGNATURE AND BADGE NUMBER

L.LADEHOFF

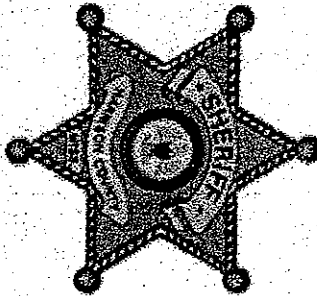
SHIFT TRAINING EMERGENCY PROCEDURES

On 03/14/03, I Thomas P. Wells 205 RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING On Hostage Situations During The 0700-1500 HR SHIFT BRIEFING.

Thomas P. Wells 205
DEPUTY SIGNATURE AND BADGE NUMBER

Lt.LADEHOFF

Harrison County Sheriff's Department
Correctional Division



This is to certify that

Thomas P. Wills

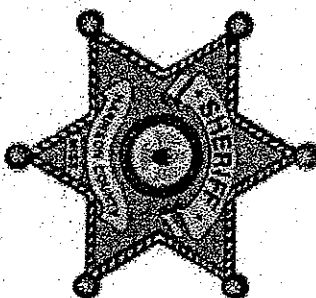
has successfully completed

WORKING PLACE-FIRST AID

This the 22nd day of November, 2002

[Signature]
Deputy Anthony Kelly, Instructor

**Harrison County Sheriff's Department
Correctional Division**



This is to certify that

Thomas P. Wills

has successfully completed

WORKING PLACE-FIRST AID

This the 22nd day of November, 2002

[Signature]
Deputy Anthony Kelly, Instructor

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 11-20-2002, I THOMAS P. WILLS RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING ON Security Supervision Of Holding Cells DURING THE 1500-2300 Hour SHIFT
BRIEFING.

Thomas P. Wills #205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 11-20-2002, I Thomas P. Wells RECEIVED A 15 MINUTE BLOCK
OF TRAINING ON Search DURING THE 1500-2300 Hour SHIFT BRIEFING.
PRINT NAME

Thomas P. Wells
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 11-20-2002, I

THOMAS P. WILES

PRINT NAME

RECEIVED A 15 MINUTE BLOCK

OF TRAINING ON MEMO ON RADIO COMMUNICATION - MALE OFFICERS ENTERING FEMALE INMATES HOUSING AREA DURING THE 1500-2300 Hour SHIFT BRIEFING.

Thomas P.

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 11-20-2002, I THOMAS P. WILLS RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING ON Monthly Statistical Reporting DURING THE 1500-2300 Hour SHIFT BRIEFING.

Thomas P. Wills
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON 11-20-2002, I THOMAS P. WILLS RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING ON Uniform And Personal Appearance DURING THE 1500-2300 Hour SHIFT
BRIEFING.

Thomas P. Wills
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 11-20-2002, I Preston Wills RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING ON Personnel Selection and Retention DURING THE 1500-2300 Hour SHIFT
BRIEFING.

Thomas R. Wills #205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 11-20-2002, I THOMAS P. WELLS RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING ON Post Orders DURING THE 1500-2300 Hour SHIFT BRIEFING.

Thomas P. Wells
DEPUTY SIGNATURE AND BADGE NUMBER

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: Front Desk

Trainee J. Wills # 205
 FTO N. Ellsberry # 231

Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Conduct operations of the front desk and lobby to assist with bonds, visits, telephone calls, and direct any and all persons with requests in a professional manner.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Receive a briefing from the off-going watch as to the status of any pending items relating to the Front Desk. Read and sign post orders.						
2) Conduct a sanitation security, and fire/safety hazard inspection of the lobby area at the beginning of each shift and immediately upon the completion of the last visitor leaving the facility.						
3) Greet all visitors to the facility with professional courtesy. Register all visitors in the perspective visitation log (i.e. bond, attorney, minister, or general). Ensure the visitor's name is on the inmate's visitation list. Inform visitors of the dress code for visitation, the rules of visitation and storage of all personal property in lockers.						
4) Notify Control Room Officers what inmates have visitors standing by and what time the visit will commence.						
5) Monitor all visitors while they are in the lobby. Ensure there is no smoking in the lobby. Notify the Shift Supervisor of any situations that could cause the termination of a visit or in the case of unruly visitors.						
6) Ensure the accuracy and completeness of pre-release bond documents and perform bond duties in accordance with HCADC policy and procedures.						
7) Issue a cash bond receipt to the person presenting cash for a cash bond after verification of the amount of cash by the Shift Supervisor and the Front Desk Officer.						
8) Answer incoming phone calls in the following manner: "Harrison County Sheriffs Department, this is Deputy _____, may I help you?" Ensure to release only authorized information about inmates, i.e. if it is on the PUB screen, it may be released.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>1-17-04</u> (date) FTO <u>N. Ellsberry</u> 231 Trainee <u>P. Wills</u> 205	<u>8-11-03</u> <u>gllm</u> <u>231</u> <u>AE 205</u>	<u>8-11-03</u> <u>NE</u> <u>231</u> <u>AE 205</u>	<u>8-11-03</u> <u>NE</u> <u># 231</u> <u>AE 205</u>	<u>8-11-03</u> <u>NE</u> <u># 231</u> <u>AE 205</u>	<u>8-11-03</u> <u>NE</u> <u># 231</u> <u>AE 205</u>	<u>1-17-04</u> <u>NE</u> <u>231</u> <u>AE 205</u>

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-03

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

On 01-17-04 FTO Nathan Ellsberry #231 was posted as Booking Control officer. Trainee Preston Wills #205 was posted as Front Desk officer. Trainee Wills completed the fifth and sixth phases of training. Trainee wills completed the practice phase of training and successfully answered all questions during his proficiency exam given by FTO Ellsberry. Trainee Wills is hereby certified to work the post of Front Desk.

P. Wills #205 02-23-04
Trainee's Signature Date

N. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: T. Wills #205

F.T.O. N. ELLSBERRY #231

Date: 08-11-03

Page 01 **of** 01

Narrative: Give a brief description of training conducted today and outcome.

On 08-11-03 FTO Nathan Ellsberry #231 was posted as roving officer. Trainee Thomas Wills was posted as front desk officer. Trainee Wills was trained on the following subjects: Reading and use of the pass-on book, conducting security/sanitation check, greeting visitors, location and use of visitor sign-in logs, signing up of visitation and rules, notifying blocks of visitors, monitoring of visitors in the lobby, helping bondsmen and rules for bond visits, conducting cash bonds and how to properly answer phones and what information can be given out to the public.

T. P. Wills #205
Trainee's Signature

FTO Nathan Ellsberry #231
F.T.O.'s Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: MEDICAL WATCH

Trainee T. V. 116 #205
 FTO N. Ellsberry #231

Performance Objective: following demonstration by the designated Field Trainer, the trainee will: Provide safety and security to inmates assigned to D/F by constantly monitoring and logging events. Properly document in the pass on book and any assigned observation forms as required. Contact medical staff through the control room if any inmate is in need of attention.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) ENTER D/F MEDICAL SECTION AND REVIEW ALL INFORMATION IN THE PASS-ON BOOK, POPULATION LAY-OUT, OBSERVATION SHEETS, POST ORDERS. AND VISITOR LOG. REVIEW LAST THREE(03) DAYS.						
2) CONDUCT A PROPER HEADCOUNT IN ACCORDANCE WITH A.C.A. STANDARDS; IN A SAFE, ACCURATE, AND TIMELY MANNER.						
3) VERIFY AND CLEAR THE COUNT WITH THE CONTROL ROOM OFFICER. ASSUME D/F MEDICAL DUTIES.						
4) CONTINUALLY MAKE SAFETY/SECURITY CHECKS OF THE SECTION THROUGHOUT THE SHIFT TO ENSURE CARE, CUSTODY, AND CONTROL.						
5) DUE TO THE FACT OF D/F BEING A MEDICAL SECTION, ENSURE THAT SANITATION AND HYGIENE ARE HIGHLY MAINTAINED.						
6) MAINTAIN A GOOD PROFESSIONAL RAPOR WITH THE INMATES IN D/F TO ENSURE ALL INMATES ARE SAFE AND RECEIVING PROPER CARE.						
7) HANDLE ALL INMATE REQUESTS IN A TIMELY MANNER AND DIRECT THE ONES YOU CANNOT ANSWER TO THE PROPER AUTHORITIES.						
8) BE AWARE OF ALL SUICIDAL INMATES. AS TO THEIR MEAL INTAKE, HYGIENE, ATTITUDE AND BEHAVIOR. ALWAYS KEEP A VISUAL.						
9) SPEAK WITH MEDICAL STAFF FREQUENTLY IN REGARDS TO ANY TYPE OF CONCERN(S) ABOUT AN INMATE. UTILIZE THE CONTROL ROOM OFFICER, S-1, OR THE NURSE ON THE BLOCK PASSING MEDICATIONS.						
10) PROPERLY AND THOROUGHLY BRIEF THE ONCOMING OFFICER TO D/F TO ENSURE THAT ALL WATCHES, OBSERVATIONS, AND UNUSUAL/SERIOUS CONCERNS ARE BROUGHT TO NOTE. PROVIDE ALL CONCERNS.						
11) FULLY UNDERSTAND AND ACKNOWLEDGE THAT AT NO TIME WILL ANY OFFICER LEAVE D/F FOR ANY REASON UNLESS CLEARED BY THE DIRECTOR OF CORRECTIONS AND/OR THE SHERIFF - *IMPORTANT*						
12) MAINTAIN A HIGH STANDARD OF CLEANLINESS - BE REMINDED THAT D/F IS A MEDICAL UNIT AND THAT UNIVERSAL PRECAUTIONS MUST BE USED AT ALL TIMES. C.P.R. AND FIRST AID CERTIFICATION MANDATORY.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>3-28-04</u> (date) FTO <u>N. S. 231</u> Trainee <u>NE 205</u>	7-29-03 NE # 231 <u>NE 205</u>	8-24-03 NE # 231 <u>NE 205</u>	9-1-03 NE # 231 <u>NE 205</u>	9-14-03 NE # 231 <u>NE 205</u>	9-14-03 - 11-2-03 NE # 231 <u>NE 205</u>	11-2-03 NE # 231 <u>NE 205</u>

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-03

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

On 09-14-03 FTO Nathan Ellsberry #231 was posted as C-floor officer. Trainee Preston Wills #205 was posted as Medical Watch officer. Trainee Wills completed the fourth phase of training and began the fifth phase of training. Trainee Wills successfully explained and demonstrated all steps of the training task document. Trainee Wills then began the practice phase of training. Trainee Wills did not have any questions or concerns throughout the day.

P. Wills #205 02-23-04
Trainee's Signature Date

N. R. Ellsberry #231
F.T.O.'s Signature